



Documentation in HI – best practices from Finland

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- Network introduction
- Speaker introduction
- Outgoing student mobility – *before and after*
- Incoming student mobility – *before and after*
- *Discussion*





West Finland HEInet is a network of universities and UAS's since 1997

- common policymaking
- joint staff language training (since 1998)
- joint orientation for outgoing students from all participating universities (since 1999)
- UUNO Finnish language web course





- TAMK

- approx. 10 000 students, 850 staff
- all mobility ~ 2 200 flows annually
- mobility for HI students ~ 143 flows annually



- SAMK

- 6.500 students, 450 staff
- all mobility ~ 1.000 flows annually
- mobility for HI students ~ 115 flows annually





Before introduction of SMP mobility (outgoing)

* Clinical placements were a part of theoretical studies and could vary from 0,75 ECTS to 15 ECTS

⇒ students sent as exchange students
(supervision by teacher of HEI required at host)

⇒ documentation : **LEARNING AGREEMENT**





LA - Still used as an "order form"

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD / LEARNING AGREEMENT

(continue on page 2, if necessary)

Studies in the Host Institution			Studies to be accredited to the sending institution (TAMK) after the exchange, can be in Finnish		
code	title	credits	code	title	credits
	Surgical Nursing, Clinical Practice in Bed Ward	6	K261G-11	Leikkauspotilaan hoitotyön harjoittelu	6
	Surgical Nursing, Clinical Practice in Operation Theatre	3	K261G-11	Leikkauspotilaan hoitotyön harjoittelu	3
	Home Care, Clinical Training	3	K265C-11	Kotihoidon harjoittelu	3
	Medical Care, Clinical Practice	3	N-3	Vapaasti valittavat opinnot	3
	Total	15		Total	15





After SMP is introduced (outgoing):

⇒ modification of Erasmus Training Placement Agreement!

Planned dates of start and end of the placement period:	
from (dd.mm.yyyy) <input type="text"/>	till (dd.mm.yyyy) <input type="text"/> , that is <input type="text"/> months
Size of the enterprise: <input type="text"/>	
Type of work placement sector: <input type="text"/>	
Detailed programme of the training period	
Area of placement/type of ward:	Period (hours / weeks):
<input type="text"/>	<input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/>

You can ADD things, but not delete!





Notable:

* Why is the agreement signed by home HEI, host HEI and student?

1. Students usually placed in *several locations*
2. Students need to be *covered and insured* under the collaboration agreement between HEI and local health care provider
3. Full accreditation only guaranteed if *credits are given by HEI*

NB! Policies and legislation differ from country to country
⇒ responsibilities clearly stated in the agreement.





TAMPERE UNIVERSITY OF APPLIED SCIENCES AND PLACEMENT ORGANISATION JOINTLY UNDERTAKE TO:

Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements

Monitor the progress of the placement and take appropriate action if required.

Develop the collaboration based on feedback gathered from all parties involved.

THE HOST UNIVERSITY / HIGHER EDUCATION INSTITUTION (HEI) UNDERTAKES TO:

Draw **an agreement or equivalent document** for the placement in accordance with the requirements of the national legislation.

Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available

Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress

Register the student to the university's / HEI's registry and offer student benefits (as to Erasmus exchange students)

Provide **logistical support** to the students concerning accommodation, residence or work permits and social security cover at the host country

Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

Issue a **certificate** for completing training (in collaboration with placement organisation)





- Introduction of SMP mobility (incoming) did not change documentation practice at SAMK
 - * Students are received for
 - clinical placements
 - a combination of clinical placements and theoretical studies
 - theoretical studies
 - ⇒ students are received as exchange students
(*supervision by teacher of HEI required at SAMK*)
 - ⇒ documentation : **LEARNING AGREEMENT or TRAINING AGREEMENT**





TIME	SEP	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
ACADEMIC COORDINATOR	<u>CHECK SPRING COURSES AND PLAN PRACTICE TIMING AND PLACEMENTS</u>		<u>LA/TA NEGOTIATIONS/ APPROVAL</u>		<u>ORIENTATION WEEK 1</u>		<u>ORIENTATION WEEK 2</u>		<u>CREDIT TO SYSTEM</u>	
INT. OFFICE	<u>APPLICATION INFO TO WEB-SITE</u>	<u>SEND LETTER OF ACCEPTANCE AND INFO PACKAGES</u>	<u>TUTOR-STUDENT ASSIGNMENT</u>		<u>ORIENTATION WEEK 1</u>		<u>ORIENTATION WEEK 2</u>		<u>CHECK CREDIT ISSUE TRANSCRIPT</u>	
PC *		<u>7.10 MAKE RESERVATIONS 9.10</u>	<u>CONFIRM RESERVATIONS</u>							
CLT **			<u>ASSIGNED</u>		<u>ORIENTATION WEEK 1</u>	X	<u>ORIENTATION WEEK 2</u>	X	X	
MENTOR				<u>ASSIGNED</u>		X	X	X	X	
STUDENT	<u>APPLICATION TIME 16.9-</u>	<u>APPLICATION DEADLINE >3RD OCTOBER</u>	<u>SEND LA/TA +MEDICAL AND CRIMINAL RECORDS</u>		<u>ORIENTATION WEEK 1</u>	X	<u>ORIENTATION WEEK 2</u>	X	X	

*PLACEMENT
COORDINATOR

** CLINICAL LINK TEACHER

14.10.2013

EAIE Istanbul 2013





UNIVERSITY AND PLACEMENT SECTOR AGREEMENTS

GENERAL AGREEMENTS

STUDENT-SPECIFIC
AGREEMENTS





GENERAL AGREEMENTS

- EXTENSIVE AND DETAILED AGREEMENTS
- WITH MAINLY BIG PUBLIC AND PRIVATE PLACEMENT PROVIDERS
- COVERS: SOCIAL-AND HEALTH FIELD SUPERVISED CLINICAL PRACTICE

RESPONSIBILITY OF HEALTH SECTOR:

ARRANGE LEARNING FACILITIES,
MENTORING,
STUDENT INSURANCE RELATED TO THIRD PARTY DAMAGE AND
HOSPITAL EQUIPMENT

RESPONSIBILITY OF UNIVERSITY:

INFORM HEALTH SECTOR ON EDUCATION AND AIMS
MENTOR-TRAINING
STUDENT INSURANCE

RESPONSIBILITY OF STUDENT:

FOLLOW REGULATIONS OF RECEIVING HEALTH ORGANISATION
CONFIDENTIALITY





STUDENT-SPECIFIC AGREEMENTS

RESPONSIBILITY OF HEALTH SECTOR:

PROVIDE PRACTICE PLACEMENT OPPORTUNITY AND
MENTORING

RESPONSIBILITY OF UNIVERSITY:

INFORMATION ON AIMS, TIMING AND LINK TEACHER





CASE SAMK-INCOMING HI-STUDENTS

- EARLY APPLICATION TIME
(Deadlines mid-April / early October)
- INFORMATIVE APPENDIX FOR CLINICAL PLACEMENT
- PLACEMENT BOOKING SYSTEM





SATAKUNNAN AMMATTIKORKEAKOULU
SATAKUNTA UNIVERSITY OF APPLIED SCIENCES
Faculty of Social Services and Health Care

ADDITIONAL INFORMATION ON CLINICAL PRACTISE

Students applying to the Faculty of Social Services and Health Care are requested to provide information on previous clinical practise and their planned practise in Finland. This appendix is to be attached to the application form.

Information about previous clinical practices/placements in your home country:

Hospital	Ward	Dates (start, end)	Hours in total

Information about clinical practice requested in Finland:

Field/Speciality **Minimum hours in total**

Student's signature





SATAKUNNAN AMMATTIKORKEAKOULU

Sosiaali- ja terveysala Pori

PLACEMENT PLAN INTERNATIONAL EXCHANGE STUDENTS /PORI AUTUMN 2013

UPDATE 5.9.2013

Syksy 2013

Kalenteriviikot	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Viikon alk.pvm	29.7.	5.8.	12.8.	19.8.	26.8.	2.9.	9.9.	16.9.	23.9.	30.9.	7.10.	14.10.	21.10.	28.10.	4.11.	11.11.	18.11.	25.11.	2.12.	9.12.	16.12.	23.12.
STUDENT 1						PKS, os 1/ T vie				PKS, os 3			Sot			M3						
Student 2						PKS, os. 4/ E vie					Sot.		Emergen			Heart unit						
Student 3																					Emergen	
Student 4											Emergen		N2B							N2B		(oh luvannut, että sama opisk. saa jatkaa)
Student 5						A6 PERUUTETTU!					PKS, os 2			Sot		Day surgery						
						A5 / T vie					Intensive care unit			Sot.		Homehospital						

Send your CV (= information about you and your "life path": studies, work experience, family, hobbies e.t.c.) to the relevant e-mail addresses in good time (at least two weeks) before starting your clinical practice:

SAMK / Soteekki

Ward manager / Mentor:
[email address](#)

Ward/unit link teacher:





CHALLENGES (?):

- LA/TA arrives too late and contains impossible mix of courses/clinical placements
- Demand of clinical placements is greater than supply
- Competition for attractive placements
- Discrepancy with regards to hours of clinical learning = 1 ECTS





NEW IDEAS?

DISCUSSION?

QUESTIONS?





Photo by <http://www.marketingpilgrim.com>

